

**Town of Lawrence
Planning and Zoning Board Meeting Minutes
Wednesday, February 7, 2024
Meeting Time 6:00 PM**

THIS MEETING WILL BE HELD IN PERSON.

Discussion and/or Action on the following:

1. Call to Order
 - a. Kevin Brienens called the meeting to order at 6:00pm.
2. Roll Call
 - a. Present: Larry Boldt, Travis Runke, Kyle Trembl, Kevin Brienens, Mike Vande Hei, Katie McCarty
 - b. Excused: Skip Lee, Patrick Wetzel
 - c. Staff: Scott Beining, Melissa Mathes
3. Approve Agenda
 - a. Kyle Trembl made a motion to approve the Planning & Zoning Board meeting agenda; seconded by Travis Runke. Motion carried unanimously.
4. Approve Minutes from the January 10, 2024 meeting.
 - a. Travis Runke made a motion to approve the Planning & Zoning Board meeting minutes from January 10, 2024; seconded by Mike Vande Hei. Motion carried unanimously.
5. Public comments upon matters not on the Agenda.
 - a. No one spoke.
6. Consideration of Sign Review at 2812 American Blvd, Parcel L-2187 by Jones Sign.
 - a. Kevin Morris, Jones Sign, explained the building mounted sign and directional signs
 - b. Mike Vande Hei made a motion to approve the sign review at 2812 American Blvd., Parcel L-2187; seconded by Katie McCarty. Motion carried unanimously.
7. Consideration of Conditional Use Permit (CUP) for more than 2 dogs (Town Ordinance 107-2) for 991 Hoks Ridge Ln. at Parcel L-1642 by Joseph & Jamie DeVos.
 - a. Scott Beining discussed Town Ordinance and applicant was not present at meeting.
 - b. Larry Boldt made a motion with the absence of the applicant to recommend Conditional Use Permit for more than 2 dogs (Town Ordinance 107-2) at 991 Hoks Ridge Lane., Parcel L-1642 with the following conditions: 1) There are no complaints from the neighbors in reference to the dogs. 2) Dogs shall be licensed on an annual basis in accordance with the Town of Lawrence dog license policy. 3) Conditional Use Permit shall remain in effect until such time the additional dog is no longer harbored at 991 Hoks Ridge Lane. At that time, the property will comply with Town Ordinance 107-2. 4) Maximum of 3 dogs harbored on the property; seconded by Kyle Trembl. Motion carried unanimously.

8. Consider review of Town Ordinance 300-14 (J) regarding Berms.
 - a. Scott Beining, Building Inspector /Zoning Administrator, is looking to remove the approval of the Town Board and replace with “The Building Inspector/Zoning Administrator may issue landscape permit with landscape plans and/or stormwater management plans and/or engineered plans.
 - b. Mike Vande Hei made a motion to recommend language replacement of Town Ordinance 300-14(j) approval of Berms from Town Board to Building Inspector/Zoning Administrator; seconded by Travis Runke. Motion carried unanimously.
9. Staff Updates/Reports
 - a. Scott Beining provided staff updates.
10. Adjourn.
 - a. Katie McCarty made a motion to adjourn the meeting at 7:02 pm; seconded by Mike Vande Hei. Motion carried unanimously.

Scott Beining, Zoning Administrator